

Manage Teams Phone notifications and ringers ^[1]

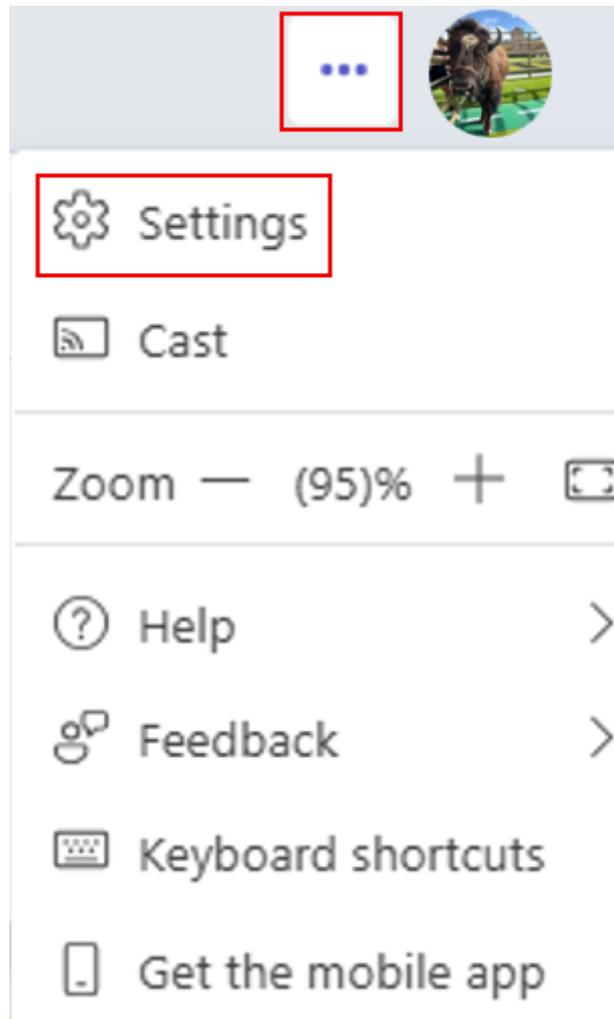
February 17, 2026 by [ES and UIS Communications](#) ^[2]

CU System uses Teams Phone for calling and voicemail. By default, incoming Teams Phone calls may ring on your mobile phone or university-issued device. Customize these notifications to prevent disruptions during meetings or outside of work hours.

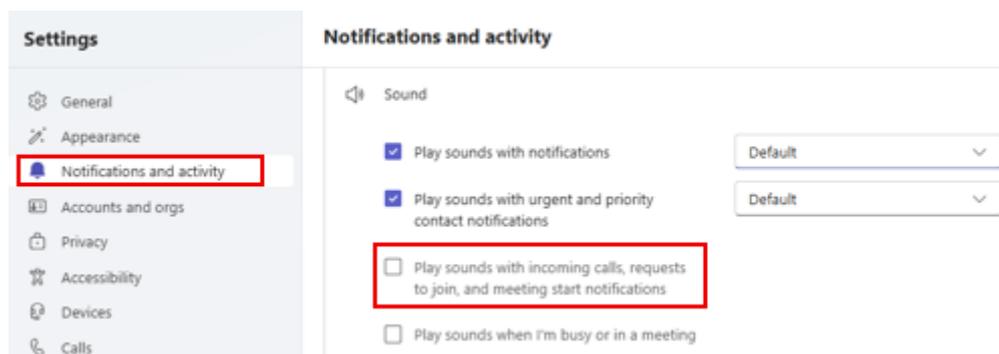
It is recommended that everyone disable the **Play sounds when I'm busy or in a meeting** setting to prevent Teams Phone from disrupting meetings. Review the [Silence Teams Phone new calls during an active call or meeting](#) ^[3] tip for specific instructions. If you are waiting for an urgent call, you can re-enable the setting at any time.

Disable Teams Phone desktop ringer notifications

1. In the Teams desktop app, select the **three dots icon** in the upper right corner and select **Settings**.



2. Under **Notifications & activity**, uncheck **Play sounds with incoming calls, requests to join, and meeting start notifications**.



Manage Teams Phone mobile app notifications

1. In the Teams mobile app, tap your profile picture in the upper left corner, then select **Settings**.

-  Available
-  Working remotely
-  Set status message
-  Notifications
On
-  **Settings**

2. Select **Notifications**.

- General
-  Appearance Light >
 -  Data and storage
 -  Copilot
-
- University of Colorado - System
-  Profile
 -  **Notifications**
 -  Chats and channels
 -  People
 -  Calling
 -  Captions and transcripts
 -  Shifts

3. Select **Custom**.



Notifications

Notify me on mobile for

All activity

Chats, calls, @mentions, channels, and more

Chats and calls

Chats, calls, and @mentions

Only calls

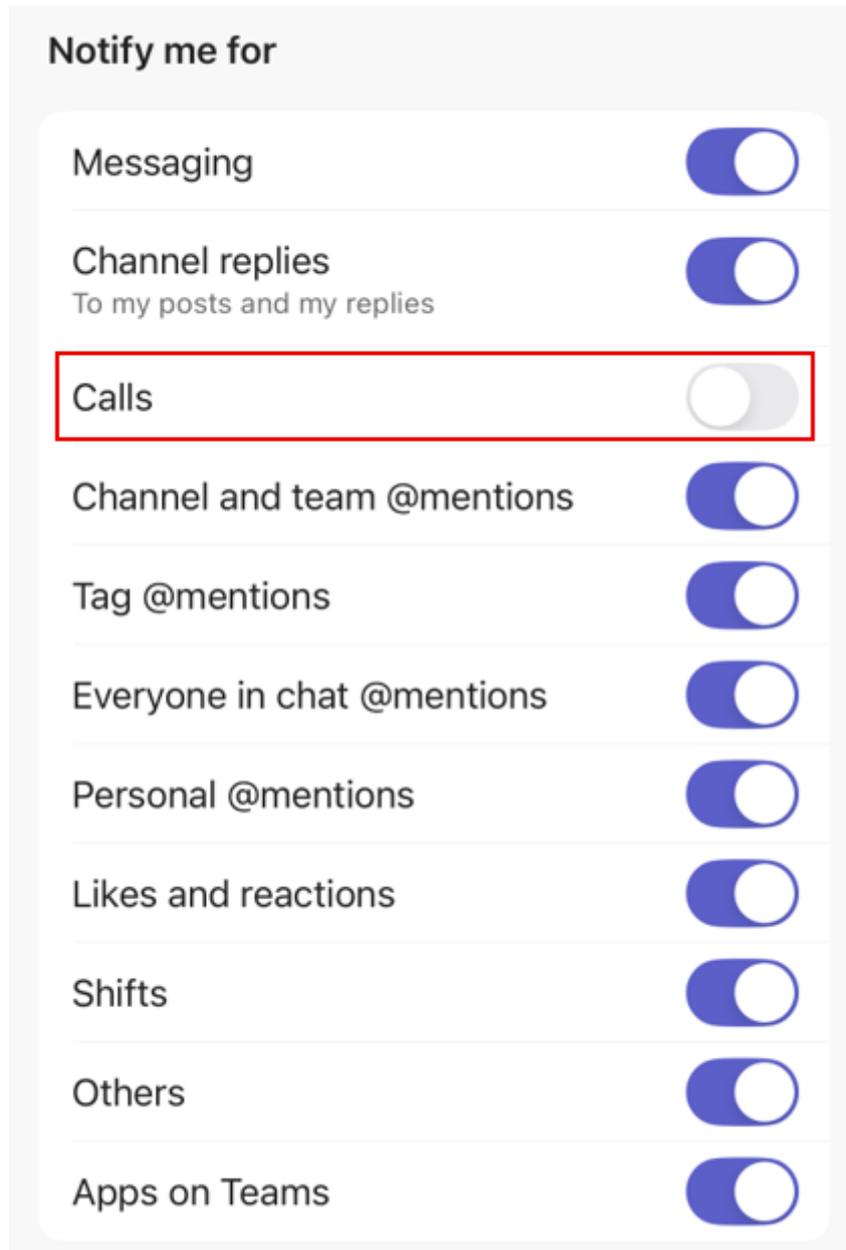
Everything else is muted

Custom

Chats, channel replies, and 9 more



4. Turn off the slider next to **Calls** to disable the ringer and notifications.



For more information, review the [Teams Phone User Guide](#) [4].

[Teams](#) [5], [Phones](#) [6], [Teams Phone](#) [7]

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